

<input checked="" type="checkbox"/> Redescription <input type="checkbox"/> Reestablishment Explanation (Show any positions replaced)		<input type="checkbox"/> New <input type="checkbox"/> Other		Address <input type="checkbox"/> Field <input type="checkbox"/>		TWIN CITIES, MN		R398047	
7. Fair Labor Standards Act <input checked="" type="checkbox"/> Exempt <input type="checkbox"/> Nonexempt				8. Financial Statements Required <input type="checkbox"/> Executive Personnel Financial Disclosure <input type="checkbox"/> Employment and Financial Interests				9. Subject to Title 5, U.S.C. <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
10. Position Status <input type="checkbox"/> Competitive <input type="checkbox"/> Excepted (Specify in Remarks) <input type="checkbox"/> SES (Gen) <input type="checkbox"/> SES (CR)				11. Position is <input type="checkbox"/> Supervisory <input type="checkbox"/> Managerial <input type="checkbox"/> Neither		12. Sensitivity <input type="checkbox"/> 1—Non-Sensitive <input type="checkbox"/> 2—Critical Sensitive <input type="checkbox"/> 3—Moderately Sensitive <input type="checkbox"/> 4—Special Sensitive		13. Competitive Level Code 14. Agency Use	
Head/Graded by Office of Personnel Management		Official Title of Position				Pay Plan		Occupational Code	
b. Department, Agency, or Establishment									
c. Second Level Review									
d. First Level Review		REFUGEE OPERATIONS SPECIALIST				GS		485	
e. Recommended by Supervisor of Training Office		ASSISTANT REFUGEE MANAGER							
16. Organizational Title of Position (if different from official title)						17. Name of Employee (if vacant, specify)			

18. Department, Agency, or Establishment Department of the Interior		c. Third Subdivision	
a. First Subdivision U.S. Fish and Wildlife Service		d. Fourth Subdivision	
b. Second Subdivision Region 3		e. Fifth Subdivision	

19. Employee Review—This is an accurate description of the major duties and responsibilities of my position.

20. Supervisory Certification. I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships, and that the position is necessary to carry out Government functions for which I am responsible. This certification is made with the knowledge that this information is to be used for statutory purposes relating to appointment and payment of public funds, and that false or misleading statements may constitute violations of such statutes or their implementing regulations.

a. Typed Name and Title of Immediate Supervisor

b. Typed Name and Title of Higher-Level Supervisor or Manager (optional)

Signature _____ Date _____

21. Classification/Job Grading Certification. I certify that this position has been classified/graded as required by Title 5, U.S. Code, in conformance with standards published by the U.S. Office of Personnel Management or, if no published standards apply directly, consistently with the most applicable published standards.

22. Position Classification Standards Used/Classifying/Grading Position

Standard Position Description R398047
 Wildlife Refuge Mgmt Series, GS-485
 TS-96, 5/90

Typed Name and Title of Official Taking Action

Information for Employees. The standards, and information on their application, are available in the personnel office. The classification of the position may be reviewed and corrected by the agency or the U.S. Office of Personnel Management. Information on classification/job grading appeals, and complaints on exemption from FLSA, is available from the personnel office or the U.S. Office of Personnel Management.

Signature PERSONNEL OFFICER Robb M. McQuinn		Date 4/2/98								
23. Position Review	Initials	Date	Initials	Date	Initials	Date	Initials	Date	Initials	Date
a. Employee (optional)										
b. Supervisor										
c. Classifier										

24. Remarks
 FULL PERFORMANCE LEVEL GS-12

____ Supervisor Copy
 ____ Employee copy
 ____ OPF(L) Copy
 ____ Classification Copy

Description of Major Duties and Responsibilities (See Attached)

Standard Position Description
Assistant Refuge Manager, GS-485-12

R398047

The incumbent serves as an Assistant Refuge Manager at a National Wildlife Refuge or Wetland Management District in Region 3.

Employee serves as the assistant manager in charge of a stand-alone refuge that encompasses full management authority for habitat, wildlife, public use, personnel, purchasing, and administration functions. Employee reports directly to a GS-13 Refuge Manager.

A. Major Duties

--Routinely serves as Acting Refuge Manager during incumbent's absence.

--Supervises a multi-disciplinary staff (e.g. maintenance, private lands, biological technicians etc.) in the administration of refuge programs which includes: Preparing performance plans, conducting personnel evaluations, preparing performance awards and determining annual training needs for subordinate staff.

--Responsible for the operational aspects of the coordination, planning, implementation, and administration of activities associated with a refuge/wetland management district.

--Develops and carries out active stewardship of natural resources beyond the boundaries of the unit to improve or safeguard units of the National Wildlife Refuge System and to enhance or protect trust resources over large geographic areas.

--Plans, schedules, attends, and conducts meetings with elected officials (local, county, state legislators, and Congressional staff), varying levels of government units (local, state, and federal), interest groups (landowners, county and state farm bureaus, state, and national environmental groups). Provides information, discusses issues, resolves problems, and receives public input on the status of existing, developing, or proposed refuges.

--Assists with planning and directing a comprehensive public relations/public use program to provide optimum information, education, interpretation, and wildlife dependent recreation.

--Assists with direction of a variety of specialized disciplines or programs, including law enforcement, safety, fire management, biological monitoring, land acquisition, refuge maintenance, farming programs, private lands initiatives, endangered species, and/or contaminant cleanup or remediation.

--Actively supports and implements the equal opportunity program as specified in National, Regional and local affirmative action plans. Recruits, trains, supervises and counsels a diverse permanent staff of resource professionals, temporary staff and volunteers.

B. Factors

1. Knowledge Required by the Position 1250 points

--Professional knowledge of wildlife refuge/wetland management district management applicable to a wide range of duties and responsibilities associated with the requirements of a unit of the National Wildlife Refuge System to solve problems covering diverse wildlife refuge/wetland management district situations.

--Skills in supervising a multi-disciplined staff in all phases of refuge/wetland management district operations.

--Professional knowledge and skill to modify or adapt standard refuge/wetland management district management techniques and procedures; or to establish departures from established management methods and techniques; and to assess, select, and make use of agency precedents in means and ways to devise strategies and plans that resolve significant management problems.

--Knowledge and skill to assist in planning and supervision of the execution of comprehensive wildlife management and refuge/wetland management district operating plans which may extend multi-years, including the maintenance of grounds, buildings, and equipment within the parameters of allocated human, monetary, and material resources; the planning of physical improvements and construction; the preparation of budget estimates, maintenance of fiscal accounts records, of work accomplishments; and procurement of required supplies, equipment and services.

--Comprehensive knowledge of agency policies and procedures, and applicable Federal statutes and legislation governing the management/use of a unit of the National Wildlife Refuge System, and their natural resources.

--Highly developed knowledge and skill in oral and written communications. Ability to communicate information about Fish and Wildlife Service policies and procedures in situations where complex interagency procedures are varied and the knowledge of those policies and diverse biological considerations are at issue.

--Knowledge of administrative management procedures; i.e., budget, procurement, contracting, personnel management, management reports, property and inventory records, etc.

--Knowledge of the goals, objectives and policies of the FWS including those in EEO, Private Lands, Law Enforcement, Outreach, Fire and Safety programs.

2. Supervisory Controls: 450 points

Direction is received in terms of broad, general objectives and policies related to wildlife and refuge/wetland management district management. The employee and supervisor, in consultation, develop general objectives, projects, work to be done, and deadlines that accomplish wildlife refuge/wetland management district programs and operations to be executed.

The employee is expected to resolve most of the conflicts that arise and to coordinate the work with others as necessary. The employee interprets and applies program policy in terms of established program and/or operating objectives, and keeps the supervisor informed of progress, potentially controversial problems or concerns, or matters having far-reaching implications.

Completed work is reviewed by the Refuge Manager for general adequacy in meeting program or project objectives, expected results, and compatibility with other work.

3. Guidelines 450 points

Guidelines exist in the form of general agency policy statements, previous files on the subject, regulations, and laws. Instructions received are very broad. Guidelines are often inadequate to deal with the more complex or unusual problems, or problems concerned with novel, undeveloped, or controversial aspects of refuge/wetland management district management. The employee is expected to use initiative in developing operational procedures and instructions which deviate from traditional methods or when developing new methods.

4. Complexity 225 points

Employee carries out a wide variety of assignments involving diverse and complex technical or administrative problems and considerations. They regularly encounter interdependent resource and socio-economic considerations requiring flexibility and judgement in approaches to the problems and in the practices applied. Solutions to problems often require in-depth analysis and evaluation of alternatives.

Problems associated with coordinating a variety of resource management programs and visitor use patterns require personal decisions, flexibility, and judgement. Additionally, the assignment may require an ability to negotiate controversial refuge/wetland management district management concerns.

5. Scope and Effect 225 points

Employee develops essentially new or significantly improved techniques or procedures in order to devise solutions to problems. They furnish supervisory, advisory, planning, or review on specific problems, programs, or functions.

The work affects the initiation and completion of refuge/wetland management district region wide programs or projects. The results of the work directly influence the effectiveness and acceptability of agency goals, programs, and/or activities.

6. Personal Contacts 3

Personal contacts are with representatives from other governmental agencies (state and federal), Congressional staff, and local officials, refuge cooperators, scientific personnel from the Service and other agencies, school groups, state and local resource conservation groups, state and local media contacts, refuge personnel from other areas and daily contact with co-workers.

7. Purpose of Contacts C 180 points

Contacts are to influence, motivate, and negotiate controversial issues with various parties in a manner that will obtain agency objectives. Persons being contacted may be skeptical or uncooperative. Employee should be able to meet and deal persuasively with local landowners on matters pertaining to water control, easements, and other land uses when controversial issues develop, or heated issues occur and pertain to the needs for compliance with Federal regulations, policies, and practices. Employee is required to persuade, influence or negotiate with various organizations or individuals who have conflicting views and interests in the use (non-use) of public lands and various resources so as to reach agreement that is consistent with established policy and regulations. Employee is expected to justify the feasibility and desirability of significant plans and proposals.

Typical contacts also involve the enforcement of laws and regulations. Such contacts by employee or staff are for the purpose of interrogations and apprehension which may result in hostile confrontations since the persons contacted may be fearful or dangerous.

8. Physical Demands 20 points

The work requires some physical exertion such as walking over wet, rough, uneven or rocky surfaces; bending, crouching, stooping, stretching, reaching, or similar activities. The work requires average agility and dexterity.

9. Work Environment

20 points

The work requires both office and outdoor work. The office is adequately lighted, heated, and ventilated. Temperature and weather extremes may be encountered in the performance of the outdoor work. The incumbent is expected to conduct duties in a safe and orderly manner so as not to endanger self, fellow workers or property with which entrusted.

A condition of your employment is the wearing of the official Fish and Wildlife Service uniform in a manner prescribed in 3 AM 3 of the Administrative Manual. You are required to obtain and properly wear uniform components within Class A, B, and C.

Total 2820 points